

**CASTLETON PARISH COUNCIL - MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD
26th MAY 2016 at The Village Hall, Castleton**

These Minutes are hereby approved as a true and accurate record of the above meeting following Resolution of the Council at its meeting on 30th June 2016.

Signed Chair of meeting

Present: Cllr. N. Fisher (Chair), Cllr. P. Dale, Cllr. B. Moorhouse, Cllr. N. Topping, Cllr. J. Bradley. Meeting commenced 7.15pm.
(Also in attendance were Cllr. Jocelyn Street, Cllr. Jim Perkins, Cllr. Sarah Helliwell and Mr R Helliwell along with 3 residents, Alyssa and Gary Thompson)

01/05/16 Apologies for absence were accepted from Cllr. N. Garrow.

02/05/16 Cllr. Fisher declared an interest in planning application NP/HPK/0416/0329 - The Cottage, Burrows Fold, Castleton.

03/05/16 **New Council:**

A: Cllr. Fisher stood down as Chair. He was re-nominated, agreed to take on the Office and was duly voted in (Prop. PD, Sec. BM, unan.). He confirmed that he held the Chain of Office and appropriate keys.

B: Cllr. Topping stood down as Vice-Chair. He was re-nominated, agreed to take on the Office and was duly voted in (Prop. PD, Sec. JB, unan.).

04/05/16 **Minutes of Last Meeting and Matters Relating Thereto:**

A: The Minutes of the Parish Council meeting held on 28th April 2016 were approved and signed by the Chair as a true and accurate record of that meeting (Prop. BM, Sec. JB, unan.).

09/05/16 **Reports:**

The order of the meeting was changed to allow Cllr. Street and Cllr. Helliwell to give their reports:

A: Cllr. Street started her report by raising concern that we hadn't applied for a grant from her as she has a pot of money to distribute and would encourage the Parish Council to apply for a grant sooner rather than later. She reported that budgets are being cut for example childrens centres are being shut and funds for disadvantaged families are being more targeted. Its only the statutory services that are being provided without being under threat. Eccles Fold is closing at the end of June and there is work being done to ensure that the service users are receiving the support they need. Out of a £2.3million budget for deprivation £14,000 has been allocated to Chapel and the Hope Valley, with £7,000 for Dove Holes and £7,000 for Grange Park Road in Chapel. Cllr. Street will not be standing at the next election and Borough Councillor, Jim Perkins is the candidate. Cllr. Dale asked who is responsible for cutting the grass verges. The reply was that both Derbyshire County Council and High Peak Council were, as High Peak Borough Council were sub contractors. Cllr. Moorhouse asked about responsibility for the drains and the answer was the same.

B: Cllr. Helliwell reported that work on the Crescent in Buxton was underway. She returned to the issue of the litter bin raised in the Annual Parish Meeting and said that both she and Cllr. Perkins would escalate the issue, arranging a site visit for the Parish Councillors to attend and discuss other issues if relevant. She also has a small fund available to issue grants for environmental, community improvements and would encourage the Parish Council to apply.
(Cllr. Street, Cllr. Helliwell, Cllr. Perkins and Mr Helliwell left the meeting)

C: No one from the Police present.

10/05/16 **Public Participation:**

Two members of the public who attended the Annual Parish Meeting to voice their concerns about the planning application for Tilly's Tea Rooms stayed to reinforce their concerns. These were listened to and Planning was moved forward on the agenda so they could hear the Council's views.

13/05/16 **Planning:**

Ai) NP/HPK/0416/0329 – The Cottage, Burrows Fold, Castleton
Cllr. Fisher left the room during this discussion as he had previously declared a personal interest and Cllr. Topping took over as Chair for this discussion. It was agreed that the Parish Council would object on the grounds that they have concerns about the impact the size of this porch would have on Burrows Fold (prop BM, sec NT, unan.).

ii) NP/HPK/0216/0102 – Losehill Hall, How Lane, Castleton
A notice has been received stating that planning permission has been refused. Cllrs. Topping and Dale attended the planning meeting and reported that there was a lot of criticism aimed at YHA. There were also a couple of other issues raised that PDNPA Planning are going to speak to them about including the fact there is no specification for the number of pitches on site and also the issue of traffic on Squires Lane which the planners weren't aware of on the site visit as they were taken through the main entrance. They also appear to be building a car park and it was resolved that the clerk would write to the Planning Department to ask if they are aware of this.

iii) NP/HPK/0416/0337 – Tilly's Tea Rooms, Cross Street, Castleton
Following the discussion earlier in the evening the Councillors proceeded to discuss this application. Cllr. Moorhouse has looked back and can only find withdrawn applications for the flue. The clerk will therefore ask if this is a retrospective planning application because the shed has replaced a toilet in the recent past and in previous applications there has been no permission granted for the extractor flue shown. There has also not been permission for a change of use for the toilet either. She will add that members of the Parish Council are keen to meet with planning officers and raise the point that no notices are visible.

05/05/16 **Confirmation of Council Committees and Delegations:**

A: At present there are no committees.

B: No other delegation arrangements to Committees, Council employees and other Local Authorities were considered or thought required.

06/05/16 **Annual Review of Policies and Documents:**

Av) Cllr. Moorhouse has recently circulated a copy of an Equal Opportunity Policy and it was resolved to accept this.

i-vi) Standing Orders, Financial Regulations, Code of Conduct, Burial Ground Policy and Fees and Communication Policy have all recently been updated and it was resolved to accept them until review in 12 months.

07/05/16 **Annual Review of Inventory of Land, Buildings and Other Assets:**

The clerk will do some work on this mainly assigning values to the various assets on the list where possible, as currently there are no values against the items.

08/05/16 **Council Ordinary Meetings:**

It was confirmed that the Council will continue to hold its Ordinary Meetings in the Castleton Village Hall (or such other place as specified on the Agenda) commencing at 7pm on the last Thursday of every calendar month excepting August and December and any changes required by law or public holiday (Prop. NT, Sec. BM, unanimous).

11/05/16 **Correspondence & DALC Circulars:**

A: To note items received and circulated throughout the month including DALC circulars 8 and 9 and various releases from PDNPA.

B: Hope Valley Meeting Notification of meeting 08/06/16 – Cllr. Fisher and Cllr. Dale to attend, the clerk to confirm their attendance.

C: Councillors to note notification of Bradwell Billy Event on 26th June 2016.

12/05/16 **Finance:**

A: The Councils monetary assets stand as follows at the beginning of this meeting:

i) National Westminster Current Account - £3719.17

ii) National Savings Investment Account - £24042.94

B: Payment by cheque of the following invoiced items were approved (Prop. NT, Sec. BM, unanimous):

i) P. Outram grounds maintenance £600.00

ii) Clerk's salary, use of home allowance, expenses (28/4/16 to 25/05/16) - £292.72

iii) C Deacon for work done on Accounts/handover to new clerk in April - £141.60

- iv) Village Hall – £36.00
- v) Internal Auditor – Joanne Taylor - £176.10
- vi) Northend Creative Print Solutions – Peveril Post - £259.00
- vii) Wm Eyre & Sons – Timber for planters for Care for Castleton - £41.35
- viii) DALC – Local Councils Explained Publication - £15.00. This was an additional payment requested for a book requested by the clerk to help both her and the Council with their duties. Cllr. Topping proposed and Cllr. Bradley seconded the purchase of this book and the vote was unanimous.

C: To note income and receipts of the Council as follows:

- i) Three Roofs Café – Rent - £360.00
- ii) J.E Nutch – burial of Jessie Hall - £90.00
- iii) J.E. Nutch – burial of Brenda Fry - £300.00
- iv) Precept - £7337.00

D: The Chair of the meeting examined, approved and signed the bank reconciliation and latest current account statement.

E: The Internal Auditors report has been circulated for councillors to have a look at. The asset register was discussed earlier in the meeting and there were no further comments. Regarding the issue with the PAYE scheme raised by Ms Deacon the councillors believe that things have been done correctly given the letter from HMRC and other evidence that she has provided. The Annual Return is now ready to go to the External Auditor and will be available for public viewing from 20/06/16 to 29/07/16.

14/05/16 **Items arising from Annual Parish Meeting:**

There were no further items to discuss.

15/05/16 **Condition of Village:**

- A: i) The Rights of Way Minor Maintenance Grant was discussed and there was concern that if this grant was accepted it may involve the Parish Council in further expenditure and doing work that maybe other Authorities are responsible for. Resolved not to accept the grant.
- ii) Cllr. Topping and the clerk have been looking into the General Power of Competence as this may give more flexibility with expenditure than S.137, however to be an eligible council there are certain criteria that we do not meet so at the present time it is not appropriate.
- iii) The Transparency Fund was raised as a way of making it easier to post the necessary documents online. There are issues around timescales when our volunteer is away, therefore the clerk will arrange some training with her to enable her to post documents herself if this is permitted.
- iv) The designs that have been received so far for the potential new Village Signs were reviewed and at the moment none were considered suitable for this use (prop PD, sec JB, unanimous). The clerk will thank everyone who has sent in designs and notify them of the decision.

16/05/16 **Condition of Village:**

- Ai) Cllr. Topping reported that the swings on the playing field have been condemned and that the Playing Field Committee is aware and taking action. There has also been no further developments with the Rugby Club's plans for their clubhouse.
- ii) Cllr. Dale reported the leet has now been unblocked and the flooding issue resolved.
- iii) Cllr. Topping attended a meeting of the Village Hall Committee and raised the suggestion of replacing the noticeboards with a joint one which they are in agreement with. He will look at sourcing some new designs and prices. Cllr. Moorhouse is arranging for the other noticeboard to be repaired and painted.
- iv) There was a discussion around the purchase of timber for Care for Castleton to make wooden planters. Resolved to pay for this (prop BM, sec NT, unanimous) and a cheque raised under 12/05/16 Bvii.

17/05/16 **Items for Peveril Post:**

Nothing at this time.

MEETING DECLARED CLOSED 9.30pm.

The date of the next Meeting of the Council will be on Thursday 30th June 2016 in the Village Hall, Castleton, at 7pm.

Mrs L Gibbs, Clerk to Castleton Parish Council
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